
Robert Smudde - IDER <robert.smudde@gsa.gov>

Tue, Dec 1, 2020 at 10:54 AM

To: Richard Speidel - IDE <richard.speidel@gsa.gov>, Deborah Lague - IDER <deborah.lague@gsa.gov>

Bcc: Robert Smudde <robert.smudde@gsa.gov>

Hi Richard and Debbie,

Today, the Archivist of the United States sent a memorandum to agency heads reminding them of the importance of records management during a presidential transition - see the email below.

As an FYI - I gave presentations on records management in October to the political appointees, which included the Administrator regarding records management and the transition. Seth Greenfeld from OGC accompanied me during the presentation to be sure all legal issues were well addressed. In November, I gave a presentation to the GSA Social Media Community of Practice providing guidance on how to read records schedules and answering specific questions on the topic.

It would be helpful if I can be involved in the onboarding process of political appointees in the future to ensure they are properly schooled in how to manage their records. The exit process for political appointees seems to have worked well these past two administration changes and I suspect I'll continue to be included in future transition changes of outgoing political appointees.

As we look forward to updating the records management policy next year, we need to include more detail on these onboarding and exit briefings.

Thanks,

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Deborah Lague - IDER <deborah.lague@gsa.gov>

Tue, Dec 1, 2020 at 10:56 AM

To: Robert Smudde - IDER <robert.smudde@gsa.gov>

Cc: Richard Speidel - IDE <richard.speidel@gsa.gov>

Thanks Robert. I agree that you should be involved in the onboarding/offboarding process.

[Quoted text hidden]

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Deborah Lague
Supervisor
Records Management Division (IDER)
Enterprise Data & Privacy Management Office (IDE)
General Services Administration

O: 202-694-8149

C: (b) (6)



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Fwd: Due COB 8/5/2020 - NARA proposed rule - Digitizing permanent records

10 messages

Seth Greenfeld - LG <seth.greenfeld@gsa.gov>

Fri, Jul 31, 2020 at 8:42 AM

To: Travis Lewis - H3 <travis.lewis@gsa.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

I am sure you already got this, but I wanted to make sure you see it.

Seth S. Greenfeld
Senior Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 501-4560

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----- Forwarded message -----

From: **LaVerne Jordan - S** <laverne.jordan@gsa.gov>

Date: Thu, Jul 30, 2020 at 5:23 PM

Subject: Due COB 8/5/2020 - NARA proposed rule - Digitizing permanent records

To: Bob Stafford - H <Bob.Stafford@gsa.gov>, David Coscia - H <david.coscia@gsa.gov>, Marisa Scruggs - M1Y <marisa.scruggs@gsa.gov>, Saul Japson - M1 <saul.japson@gsa.gov>, Sharena Troxler - M1 <sharena.troxler@gsa.gov>, Valisha Jackson - M <valisha.jackson@gsa.gov>, Adam Jones - QV0ED <adam.jones@gsa.gov>, Claire O'Donnell - QV <claire.odonnell@gsa.gov>, Greg Rollins - QV <gregoryc.rollins@gsa.gov>, Jennifer Hazelman - QV0ED <jennifer.hazelman@gsa.gov>, Julie Dunne - AC <julie.dunne@gsa.gov>, Karen Link - Q0A <karen.link@gsa.gov>, Mark Lee (QV0DA) <mark.lee@gsa.gov>, Tiara Cobbin - QF0B1EA <tiara.cobbin@gsa.gov>, Allison Azevedo <allison.azevedo@gsa.gov>, Daniel Mathews - P <daniel.mathews@gsa.gov>, David Frye - PB <david.frye@gsa.gov>, Maggie Dugan - D1P <maggie.dugan@gsa.gov>, Richard Barnett - PS <rick.barnett@gsa.gov>

Cc: Allison Brigati - M <allison.brigati@gsa.gov>, Bruce Samuel Holliday - LR-C <bruce.holliday@gsa.gov>, Daphne Muse <(b) (6), (b) (7)(C)>, Erik Dorman - BC <erik.dorman@gsa.gov>, Jack St. John - A <jack.stjohn@gsa.gov>, Jameise Tuppinke-Kelley - LG <Jameise.Tuppinke-Kelley@gsa.gov>, Janice Powell <janice.powell@gsa.gov>, Jonathan Clinton <jonathan.clinton@gsa.gov>, Joshua Vogel - BIS <joshua.vogel@gsa.gov>, Kaitlyn MOBERLY - B <Kaitlyn.Moberly@gsa.gov>, LaFondra Barlow - AC <lafondra.lynch@gsa.gov>, LaShawn Hall <lashawn.hall@gsa.gov>, LeShonne Smith <leshonne.smith@gsa.gov>, Nancy Hon - B <nancy.hon@gsa.gov>, OCIA Staff <OCIA@gsa.gov>, Patricia Oliver <patricia.oliver@gsaig.gov>, Rob Borden - AC <robert.borden@gsa.gov>, Seth Greenfeld <seth.greenfeld@gsa.gov>, Sharon Chaplin - L <sharon.chaplin@gsa.gov>, Stephen Brockelman - BI <stephen.brockelman@gsa.gov>

GSA Office of Congressional and Intergovernmental Affairs

July 30, 2020

MEMORANDUM FOR H, M, Q, P

FROM: Jeffrey A. Post, Associate Administrator (S)

SUBJECT: Due COB 8/5/2020 - NARA proposed rule - Digitizing permanent records

OMB COMMENT: Thank you for your first round comments. See attached NARA responses to those and a revised version.

Please let me know if you have any additional comments by the deadline. This will be the final round of interagency review. Thank you.

Please review and provide comments to the Office of Congressional and Intergovernmental Affairs (OCIA) by the deadline. In the event your office has no interest in the subject matter, please submit a negative reply.

If the deadline cannot be met, OCIA must be contacted prior to the due date to arrange for an extension. OCIA will assume that, in the absence of a request for an extension, failure to meet a deadline means that the Service or Staff Office has no comment.




If you have any questions, please contact LaVerne Jordan or Erin Mewhirter via email or call (202) 501-0563.

Please email comments to LaVerne Jordan, Erin Mewhirter, Brenda Short and Toni Reaves.

cc:

Allison Brigati - AD
Jonathan Clinton - AD
Robert Borden - AC
LaFondra Barlow - AC
Jack St. John (OGC) - L
Jessica Salmoiraghi (OGP) - M
Seth Greenfeld (OGC) - L
Bruce Samuel Holliday (OGC) – L
LeShonne Smith (OGC) - L
Sharon Chaplin (OGC) – L
Janice Powell (OGC) – L
Jameise Tuppinck-Kelley (OGC) - L
LaShawn Hall (OGC) - L
Erik Dorman - (OCFO) - B
Nancy Hon (OCFO) - B
Kaitlyn Moberly (OCFO) - B
Joshua Vogel (OCFO) - B
Stephen Brockelman (OCFO) - B
Daphne Muse (OIG) - J
Patricia Oliver (OIG) - J
All OCIA Staff - S

3 attachments

-  **36 CFR 1236 subpt E, & 1224-25.24jul20.docx**
99K
-  **1236 NARA responses to agency cmts.24Jul20.xlsx**
209K
-  **1224-1225 NARA responses to agency cmts.24jul20.xlsx**
24K

Travis Lewis - H3 <travis.lewis@gsa.gov>
To: Seth Greenfeld - LG <seth.greenfeld@gsa.gov>
Cc: Robert Smudde - H3B <robert.smudde@gsa.gov>

Fri, Jul 31, 2020 at 8:45 AM

Thanks Seth,

Hope all is well for you today. Bob usually forwards these to me. However, he is on leave today, so I hadn't seen this yet. Thank you for forwarding to me. I will share with the entire records team.



U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

[Quoted text hidden]

Travis Lewis - H3 <travis.lewis@gsa.gov> Fri, Jul 31, 2020 at 8:47 AM
To: Deborah Lague - H3B <deborah.lague@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Good morning Records Team,

I hope everyone is doing well. Forwarding this along to you all for FYI and any comments you may have. This came through from OCIA last night. Bob usually forwards these to me, but he is on leave today. Seth saw it and forwarded over to us.

Please review when you have a moment.

Thanks,
Travis.






U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

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3 attachments

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-  **1224-1225 NARA responses to agency cmts.24jul20.xlsx**
24K

Deborah Lague - H3B <deborah.lague@gsa.gov>

Fri, Jul 31, 2020 at 9:04 AM

To: Travis Lewis - H3 <travis.lewis@gsa.gov>

Cc: Robert Smudde - H1Fb <robert.smudde@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Hello all,

I took a quick look at the document. I didn't see any issues but I am not the expert.

Dave and Robert - please review and provide comments if there are any.

Happy Friday.

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Deborah Lague
Supervisor, Records Management Program
Office of Accountability and Transparency (OAT)
Office of Administrative Services (OAS)
General Services Administration

O: 202-694-8149

C: (b) (6)



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Dave Simmons <david.simmons@gsa.gov>

Tue, Aug 4, 2020 at 11:19 AM

To: Deborah Lague - H3B <deborah.lague@gsa.gov>

Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Hi, All,

I took a look at this document and it looks like most of my issues with regard to scanning/digitizing and metatags were covered or discussed previously in earlier versions. At this point, the proof will be in the implementation of this regulation.

Please note that Permanent Electronic records under this regulation will have to be saved in PDF/A format instead of PDF format. PDF/A is a format standard for long-term storage of electronic files (imagine PDF on steroids). We may have to discuss conversion services for large amounts of PDF-formatted documents if we want to transfer them to NARA on schedule.. namely drawings, building information, and other legal/property-related documents.

I will work with the EDMS team to determine if this conversion from PDF to PDF/A can be done within and stored in Alfresco's repository.

Dave

Dave Simmons, CIP

Knowledge Management Specialist &
Senior Records Officer
Office of Accountability and Transparency
Office of Administrative Services

312.353.5253
david.simmons@gsa.gov

To join a video meeting:
[Dave's Hangout Meeting Space](#)
Otherwise, to join by phone,
(b) (6)

[Quoted text hidden]

Travis Lewis - H3 <travis.lewis@gsa.gov>

Tue, Aug 4, 2020 at 11:55 AM

To: Dave Simmons <david.simmons@gsa.gov>

Cc: Deborah Lague - H3B <deborah.lague@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Good morning Dave,

Thank you very much for your email here, explanation and analysis. Yes, I agree with you that the proof will be in the pudding over at NARA, and them being able they can deliver these services for other Agencies.

Thanks for getting back to all of us.

U.S. General Services Administration**Travis Lewis**

Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

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Deborah Lague - H3B <deborah.lague@gsa.gov>

Tue, Aug 4, 2020 at 12:01 PM

To: Dave Simmons <david.simmons@gsa.gov>

Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Thanks for the review and write up. Your analysis and explanation was very helpful.

On Tue, Aug 4, 2020 at 11:20 AM Dave Simmons <david.simmons@gsa.gov> wrote:

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Robert Smudde - H3B <robert.smudde@gsa.gov>

Tue, Aug 4, 2020 at 12:44 PM

To: Deborah Lague - H3B <deborah.lague@gsa.gov>, Travis Lewis - H3 <travis.lewis@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>

Good afternoon,

I've read the document and have no suggested changes to it.

This document can be a good place to start in building an agency-wide guide in plain language and in GSA terms to assist future digitization projects. We all have a lot of recent experience in this area, it may be a good idea to capture that while we can.

Robert

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Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

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Travis Lewis - H3 <travis.lewis@gsa.gov> Tue, Aug 4, 2020 at 1:33 PM
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: Deborah Lague - H3B <deborah.lague@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>

Thank you Robert. Thank everyone for their review and assessment. I will go back to OCIA and let them know that we do not have any formal comments to this NARA document.



U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

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Travis Lewis - H3 <travis.lewis@gsa.gov> Tue, Aug 4, 2020 at 1:38 PM
To: LaVerne Jordan - S <laverne.jordan@gsa.gov>, Erin Mewhirter - S <Erin.Mewhirter@gsa.gov>, Brenda Short - S <brendaa.short@gsa.gov>, Antoinette Reaves - S <toni.reaves@gsa.gov>
Cc: Seth Greenfeld - LG <seth.greenfeld@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>, Deborah Lague - H3B <deborah.lague@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Good afternoon OCIA team,

Hope everyone is doing well.

OAS-OAT Records Management has reviewed and we do not have any formal comments to this final round of interagency review. Thank you for the opportunity to review.

Travis.



U.S. General Services Administration

Travis Lewis

Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

----- Forwarded message -----

From: **Seth Greenfeld - LG** <seth.greenfeld@gsa.gov>

Date: Fri, Jul 31, 2020 at 8:42 AM

Subject: Fwd: Due COB 8/5/2020 - NARA proposed rule - Digitizing permanent records

To: Travis Lewis - H3 <travis.lewis@gsa.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

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3 attachments



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1224-1225 NARA responses to agency cmts.24jul20.xlsx
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Robert Smudde - IDER <robert.smudde@gsa.gov>

Fwd: MEMORANDUM TO FEDERAL AGENCY CONTACTS: October 20th BRIDG Meeting Reminder

2 messages

Bob Stafford - H <bob.stafford@gsa.gov>

Thu, Oct 15, 2020 at 2:06 PM

To: Richard Speidel - ID <richard.speidel@gsa.gov>

Cc: David Shive - I <david.shive@gsa.gov>, "Travis Lewis (H1C)" <travis.lewis@gsa.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

Good afternoon Richard -

please see below. As senior records officer for GSA, I am part of intra-governmental group managed by NARA. I have attended these sessions in the past, although typically I delegate attending to Travis Lewis and Robert Smudde and then Travis updates me on anything substantive in my weekly meetings with him. As you know, a couple of functions are moving from OAS to other parts of the organization (records management going to CIO, Travis and the FOIA function moving to OGC, among other things). Just wanted to get these types of meetings on your radar. When it's appropriate, Robert, who will be moving to the CIO with the RM function, can assist with updating NARA on the shift in RM roles and responsibilities at GSA and make sure they have the proper POCs for your organization going forward.

Let myself or Robert know if you have any questions

Bob

----- Forwarded message -----

From: **Office of the Chief Records Officer for the U.S. Government** <rm.communications@nara.gov>

Date: Wed, Oct 14, 2020 at 5:10 PM

Subject: MEMORANDUM TO FEDERAL AGENCY CONTACTS: October 20th BRIDG Meeting Reminder

To: <bob.stafford@gsa.gov>



Office of the Chief
Records Officer for the
U.S. Government

AC 04.2021

Date: October 14, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: October 20th BRIDG Meeting Reminder

The next Agency Services Bi-monthly Records and Information Discussion Group (BRIDG) meeting is on **Tuesday, October 20, 2020, at 10:00 AM ET.**

Attendees can view the live stream via the National Archives YouTube Channel using the following link: https://youtu.be/m4Wqwa_ADj0. Attendees may ask questions or provide comments by sending emails to rm.communications@nara.gov or by using the YouTube chat function

The agenda will be:

- **Welcome and Speaker Introductions**
- **Federal Records Center Program (FRCP) Update**
- **NARA Bulletin 2020-01, Guidance on OMB/NARA Memorandum Transition to Electronic Records (M-19-21)**
- **NARA Bulletin 2020-02, Guidance on Scheduling the Early and Late Transfer of Permanent Records**
- **Transition and Federal Records Management**

Other items may be added to the agenda.

NARA encourages agencies to participate in BRIDG by presenting best practices or lessons learned that would be helpful to other attending agencies. If you wish to make a presentation or lead a discussion, please email rmpolicy@nara.gov.

If you have any questions about BRIDG, please email rm.communications@nara.gov or visit our BRIDG page at <https://www.archives.gov/records-mgmt/meetings/index.html>.

Thank you for your participation and we look forward to meeting with you online.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

STEFANIE HUTCHINS

Acting Director,
Federal Records Centers Program

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Sent by rm.communications@nara.gov

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U.S. General Services Administration

Bob Stafford

Chief Administrative Services Officer
Office of Administrative Services
202-527-0095

Richard Speidel - ID <richard.speidel@gsa.gov>

Fri, Oct 16, 2020 at 11:02 AM

To: Bob Stafford - H <bob.stafford@gsa.gov>

Cc: David Shive - I <david.shive@gsa.gov>, "Travis Lewis (H1C)" <travis.lewis@gsa.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

Good Morning Bob,

Thanks for this information and I want to extend a warm welcome to Robert and the team as they join CIO. I look forward to his assistance with updating NARA on the changing RM roles and staying on top of the NARA records sessions. I don't have any questions at the moment but will keep in touch over the course of the move.

Richard

Richard Speidel, J.D., CIPP/G

Chief Privacy Officer

General Services Administration

richard.speidel@gsa.gov

(202) 322-8246



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Robert Smudde - IDER <robert.smudde@gsa.gov>

RSVP SAORM Meeting Thursday November 12

1 message

Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Oct 22, 2020 at 1:20 PM

To: rmpolicy@nara.gov

Bcc: Robert Smudde <robert.smudde@gsa.gov>

Good afternoon,

I will be attending the SAORM meeting on behalf of GSA. We are currently in the process of making some organizational changes and expect our current SAORM to change soon.

I will be attending the meeting on Thursday, November 12 at 10:00 AM. If a new SAORM is identified before then I will update NARA with that information and invite them to join the meeting with me.

Robert

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Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
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(202) 365-4542
robert.smudde@gsa.gov